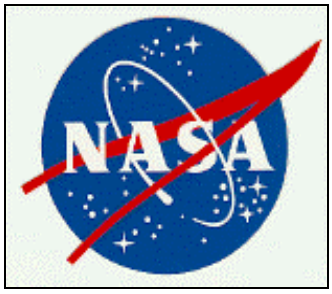
National Aeronautics and Space Administration
Office of Equal Opportunity Programs
Minority University Research and Education Division
Washington, DC 20546-0001

NRA 97-OEOP-3
Proposal Due: December 4, 1997

PreCollege Awards for Excellence in Mathematics, Science, Engineering, and Technology (PACE/MSET)



NASA Research Announcement (NRA)

Found at: http://mured.gsfc.nasa.gov

INQUIRIES

Questions about this NASA Research Announcement may be directed to the NASA Minority University Research and Education Division staff by contacting:

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OR

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PreCollege Awards for Excellence in mathematics, Science, Engineering, and Technology (PACE/MSET)

This NASA Research Announcement (NRA) solicits proposals from US colleges and universities to develop diverse and exemplary education programs for mathematics, science and technology at the precollege level. This proposal should be a collaborative effort between the minority universities, nonprofit education organization or school district with predominant enrollment of socially and economically disadvantaged and/or disabled students (hereafter referred to as disadvantaged students).

The university and partnering school district/nonprofit education organization should propose an outreach project to enhance the capabilities of targeted students in college preparatory courses in mathematics, science, engineering, and technology (MSET). Outreach projects funded under this program, such as Saturday Academies, Summer Science Camps, In-School Math and Science Academies, and After-School Enrichment Programs, are expected to produce outcomes to include an increase in the number of students enrolled in and successfully completing MSET courses, measurable improvement in students' skills and knowledge in MSET subjects, and an expanded interest in MSET fields by students participating in the program.

Awards will be made based on merit reviews. Each award will consist of an annual grant not to exceed $100,000 per year for up to 3 years. Continued funding will be based on annual evaluation of documented progress, the availability of funds and the amount of funds reported in the Agency's Financial and Contractual Status (FACS) Report as disbursed at the end of the award's period of performance.

The document includes further details relevant to this program. Your interest and cooperation in participating in NASA's Minority University PACE program are appreciated.

George E. Reese
Associate Administrator for
Equal Opportunity Programs

Table of Contents

MINORITY UNIVERSITY
PreCollege Awards for Excellence in Mathematics, Science, Engineering, and Technology (PACE/MSET)

I. INTRODUCTION

NASA's vision is to serve America through space exploration and to improve the quality of life on Earth. In achieving this, NASA involves the academic community and fosters educational excellence by creating learning opportunities to challenge and inspire young minds. These efforts support NASA's response to Executive Order 12821, *Improving Mathematics and Science Education in Support of the National Education Goals*, which mandates Federal agencies to assist in the mathematics, science and technology education of the Nation's students and teachers. Additionally, Executive Orders and Public Laws mandate Federal agencies to establish action plans to increase participation of Historically Black Colleges and Universities, Hispanic Serving Institutions and Tribal Colleges and Universities in Federal education programs.

The ability of the US to maintain leadership in the world economy depends in part on its ability as a Nation to educate and train talented scientists and engineers. Historically, Americans who are socially and economically disadvantaged and/or disabled (a disability that limits a major life activity), hereafter referred to as disadvantaged, have been significantly underrepresented in MSET professions. Changing demographics indicate that this group will make up nearly 30 percent of the new entrants into the labor force by the end of the century. As an investment in America's future, this target group must be included in the development of the nation's stock of well trained scientists and engineers. The purpose of PACE is to support educational outreach projects at eligible universities to increase the number of students who successfully pursue MSET study at the undergraduate level and beyond, ultimately contributing to the pool of talented scientists and researchers in MSET fields.

II. PROGRAM GOALS AND OBJECTIVES

A. Goals

Focusing on public middle and high schools that primarily serve the target group, the goals of PACE are to:

- Increase the enrollment of students in MSET college preparatory courses
- Strengthen students' MSET skills
- Increase student enrollment in college in MSET disciplines
- Encourage students to pursue MSET careers in the future

B. Objectives

To achieve these goals, the objectives of the PACE program are to:

- Increase the number of targeted students successfully completing gateway courses, such as Algebra, Geometry, college preparatory mathematics and science.
- Communicate and collaborate among the mathematics, science, engineering, technology, and education departments within the university and between the university/non-profit organization and the public schools.
- Engage students in participatory activities, such as hands-on learning, research, use of advanced technology, peer support groups, and mentoring relationships with professionals and college students.
- Increase student awareness of MSET in the world, multicultural contributions to MSET fields, and career options through career exploration, counseling, and discussions of higher education options, requirements, and financial assistance.
- Inform parents of students' academic progress and involve them in orientation and awareness activities designed to strengthen family support of MSET education.
- Involve community groups, business, industry, research laboratories, museums, and educational and professional organizations through mentoring, field trips and guest speakers.

III. AWARD SIZE AND DURATION

PACE awards will be established under a grant with funding not to exceed $100,000 annually for three years. Second and third-year funding will be based on an annual evaluation of documented progress, the availability of funds and the amount of funds reported in the Agency's Financial and Contractual Status (FACS) Report as disbursed at the end of the award's period of performance

IV. ELIGIBILITY

A. Institutions

All proposals must originate from US colleges or universities that meet the following criteria. Proposing institutions **must:**

1) Be an accredited minority college or university with enrollment of a single socially and economically disadvantaged and/or disabled group or the combination of underrepresented minority groups that exceeds 50 percent of the total student enrollment as defined in the Higher Education Act, as amended [See 20 USC 1135d-5 and 34 CFR 637.4 (b)]; **and/or**
2) Be designated by the Department of Education as a Hispanic-Serving Institution (HSI) under Title III of the Higher Education Act of 1965, as

amended [See 20 USC 1059c, Public Law 102-325-July 23, 1992-Section 316]; **and/or**

3) Be an institution designated by the Department of Education as a Historically Black College and University under Title III of the Higher Education Act of 1965, as amended (see 34 CFR 608.2.); **and/or**
4) Be designated a Tribal College or University as defined by Executive Order 13021, Section 1, as those institutions cited in Section 532 of the Equity in Educational Land-Grant Status Act of 1994, (7 U.S.C. 301 note) and any other institution that qualifies for funding under the Tribally Controlled Community College Assistance Act of 1978, (25 U.S.C. 1801 *et seq.)* and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, Public Law 95-471, Title III (25 U.S.C. 840a note).

School Districts and non-profit educational organizations serving disadvantaged students are encouraged to partner with eligible minority institutions who meet the criteria. The minority institution will be the grantee.

B. Target Population

PACE targets disadvantaged students who are United States citizens at the precollege levels. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities. Economically disadvantaged individuals are those individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who are not socially disadvantaged. [See section 8(a) (5) and (6) of the Small Business Act.] Each institution must outline their procedures for determining individuals who are socially and economically disadvantaged.

C. Principal Investigator

The principal investigator must have extensive, demonstrated experience in MSET education of underrepresented minorities, be an employee of the institution, and be a US citizen. Principal Investigators must devote at least 25 percent of their time to the project. NASA will not fund more than 50 percent of any staff member's documented annual salary, excluding temporary salary from summer, and/or other forms of employment.

V. PROJECT DESIGN AND CONTENT

Strong emphasis is placed on innovative projects with collaborative strategies and specific outcomes. PACE is designed to produce results that are defined by measurable and quantitative student-based outcomes. Detailed data collection is required in all projects for monitoring and evaluation.

An outreach project must be designed to enrich and supplement the secondary school curriculum and address the underrepresentation of socially and economically

disadvantaged and/or students with disabilities in college preparatory mathematics, science and technology courses in public middle and/or high schools with substantial enrollments of these targeted students. Content must reflect the direction of curriculum standards as established in mathematics by the National Council of Teachers of Mathematics and in science as currently under development by the National Research Council. The project should be linked to emerging national, state, and district frameworks and curriculum guidelines that are consistent with these standards. Activities proposed should be a result of a careful needs analysis and should encompass NASA, school system, and university/non-profit goals.

Eligible projects for funding under PACE include any combination of outreach efforts, such as, Saturday Academies, Residential and Non-residential Summer Science Camps, In-School Mathematics and Science Academies ,and After-School Mathematics and Science Enrichment Programs. The design should provide rigorous academic experiences that integrate NASA resource materials, connections among MSET disciplines, multicultural contributions to MSET fields, hands-on experiences, inquiry learning, problem-solving activities, research, and advanced technology. As appropriate, it should address communication skills development both oral and written as they relate to mathematics and science. The design must provide opportunities for career exploration and counseling and include enrichment activities, such as field trips, guest speakers, interaction and/or mentoring with scientists and engineers, peer support groups, math and science fairs and competitions and mentoring and/or tutoring by college students. The design must involve parents and include activities that strengthen family support of MSET education.

VI. PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA

A. Proposal Length

Proposal requirements should be strictly followed. Proposals must be typed, double spaced, font size 12, TIMES or comparable font, and **must not exceed 50 pages total**, including all required certifications, forms, and appendices. Do not attach appendices other than those required by this announcement; extraneous appendices will not be accepted. Proposals that exceed 50 pages will not be considered (see the following table for page limitations for each section of the proposal).

B. Evaluation Criteria

Proposals will be evaluated based on the following criteria: Technical Soundness (20 points), Partnership Plan (18 points), Project Relevance and Potential (16 points), Performance Competence and Management (14 points), Resources and Commitment (12 points), Evaluation and Dissemination (10 points), and Reasonableness of Costs (10 points). Items are listed in order of importance (i.e., Technical Soundness is slightly more important than Partnership Plan). The weight value of each criterion is provided; the total possible score for a proposal is 100.

C. Required Sections

For each section, the following table lists the section description, maximum page length, the evaluation criteria, and the maximum possible points. Proposals must contain these sections in the following order:

Proposal Requirements	Evaluation Criteria
1. Proposal title page and table of contents **Maximum pages: 2** Complete the required proposal title page provided in Appendix A and provide a table of contents.	
2. Executive summary and university/non-profit organization cover letter **Maximum pages: 2** Include a brief abstract of the proposed project and a separate cover letter that describes in detail the university / participating partner(s) support and resource commitments to the project.	
3. Three-Year PACE Project Design **Maximum pages: 6** Describe in detail the project design, scope, and disciplinary focus. Show how its goals and objectives relate to PACE goals and objectives, as well as to the university and participating partners goals and objectives. Outline in detail (per year) the breadth and depth of the project including all components and activities, the levels and disciplines targeted, resources, curriculum, methodology and NASA materials used, and intervention and follow-up strategies. Indicate the roles and responsibilities of parents, mentors, career counselors, and MSET professionals.	**Criteria 1 Technical Soundness** **(20 points)** • overall project design • technical soundness and approach • relevance to NASA's PACE goals and objectives and to the university, non-profit organization and / or school system goals • project scope, disciplinary focus, intervention strategies and follow-up • curriculum, methodology and NASA resources used • quality of proposed activities and the clarity of service offered to the students
4. Partnership Plan **Maximum pages: 10 (including letters of support)** Describe the proposed partnership plan. Provide evidence of the relationship between the university and participating partners and show strong linkages and collaboration among participating organizations.	**Criteria 2 Partnership Plan** **(18 points)** • evidence of a strong relationship between the university, non-profit organization and / or the targeted school district • proposed collaboration with other educational organization(s) (when feasible) • proposed collaboration between appropriate departments within the university and between the university and the targeted public school(s)

Proposal Requirements	Evaluation Criteria
4. Partnership Plan continued Describe the roles and responsibilities of each partner. Provide letters specifically detailing the proposed contributions from each partner.	**Criteria 2 Partnership Plan continued** • extent of support from business and industry, research laboratories, community groups, museums and other educational and professional organizations • extent of involvement of mentors, scientists and engineers, career counselors, and parents
5. Growth Potential **Maximum pages: 2** Describe how the project will address the specific needs of students in the targeted school(s), how these needs were determined, and how the project will increase the number and achievement of targeted students in college preparatory mathematics, science and technology courses. **6. Participant recruitment, selection and tracking** **Maximum pages: 2** State the number of students to be involved in the project. Describe in detail how students will be recruited; give selection criteria and procedures, and a timeline for these activities. Describe what baseline data will be collected and describe the tracking system and how results will be monitored.	**Criteria 3 Project Relevance and Potential (16 points)** • project relevance to student needs as determined by careful needs assessment • potential of proposed project to contribute to an increase in the enrollment and achievement of disadvantaged students in college preparatory mathematics, science and technology courses in middle and high schools with substantial enrollments of these targeted students • student tracking data • likelihood that the project will serve as a new or improved model to be replicated

Proposal Requirements	Evaluation Criteria
7. Management Plan **Maximum pages: 3** Provide a management plan. Identify key personnel and state the percentage of time they will devote to the planning, implementation and evaluation of the project. Provide an organizational chart of all personnel. Include the roles and responsibilities of all personnel. Provide a timeline with milestones over the three year period. Indicate major activities. Identify who will do what and when. **8. Biographical Information Maximum pages: 8** Provide biographic information for key personnel (not exceeding 2 pages each and listing only those publications closely related to the project). Show the leadership experience of the principal investigator and the management expertise of the management team. Include qualifications and experience in secondary MSET education of targeted students. Include a separate abridged list of individuals involved in the project identifying department affiliation, discipline and expertise.	**Criteria 4 Performance Competence and Management** **(14 points)** • capabilities and qualifications of the principle investigator and other key personnel in mathematics, science, engineering and technology education of disadvantaged students • time commitment to the project • management experience and past accomplishments • feasibility of accomplishing the tasks with the given resources • overall project management
9. Resources and Commitment **Maximum pages: 3** Outline the university and participating partners' long-term commitment of resources that support the project, such as facilities, staffing, transportation, computers, and experimental equipment. Show the commitment of resources consistent with the three year budget request. Describe the strengths and quality of the departments of education, mathematics, science, engineering and technology and how they will contribute to and support the project.	**Criteria 5 Resources and Commitment** **(12 points)** • available resources from the university, collaborating educational organizations and others • commitment of resources, facilities, transportation, staffing, computers and equipment that support the project • quality of the university's education, mathematics, science, engineering and technology departments and their commitment to support the project

Proposal Requirements	Evaluation Criteria
10. Evaluation and Dissemination **Maximum pages: 3** Evaluations are essential components of this proposal. Include a methodologically sound and realistic evaluation plan that focuses on measurable, student-based outcomes. Clearly and concisely state goals, measurable objectives, critical evaluation questions, required tracking data, the personnel needed to perform the evaluation tasks, the processes that will be used to collect and analyze the information and a time line for these activities. Identify how mid-course corrections will be made. Include an annual dissemination plan identifying the purpose, audience(s), content, strategies for dissemination to the education community. and how the impact of the dissemination will be assessed. Provide annual evaluation reports.	**Criteria 6 Evaluation and Dissemination** **(10 points)** • feasibility of evaluation plan • cost effectiveness of plan • reasonableness and measurability of project objectives • quality of evaluation criteria and data and dissemination plan
11. Summary by Year and Cost Element **Maximum pages: 4** Provide a budget for each year of the three year project (provided in Appendix B) Include details and explanatory notes for each budget line item. Identify cost-sharing, including in-kind support, by budget line item. State salaries and include percent of the salary for the position, prorated and time covered by the proposal. NASA will not fund more than 50 percent of any personnel's salary.	**Criteria 7 Reasonableness of Costs** **(10 points)** • appropriateness of the budget, including the realism and reasonableness of proposed cost and the relationship of the proposed cost to available funds • cost effectiveness of the project • percent of budget devoted to direct services • availability of cost sharing
12. Certifications Submit the following four certifications: • Certification of Institution Eligibility (Appendix C) • Certification of Principal Investigator Eligibility (Appendix D) • Certifications Regarding Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Appendix E) • Purchase of General Purpose Equipment (Appendix F)	

VII. PROPOSAL SUBMISSION

Eligible institutions may submit only one proposal in response to this program announcement. The original and 4 copies of the proposal package must be received at NASA Headquarters **no later than 4:30 p.m. Eastern Standard Time, December 4,1997**. Proposals sent through the U.S. Postal Service by first class, registered or certified mail should be addressed as:

Ms. Mary Anne Stoutsenberger
Minority University Program Specialist
Code EU
NASA Headquarters
Washington, DC 20546-0001

Proposals submitted via commercial delivery or courier service should be addressed as:

Ms. Mary Anne Stoutsenberger
Code EU
Attention: Receiving and Inspection (Rear of Building)
NASA Headquarters
300 E Street SW
Washington DC 20024-3210

VIII. PROPOSAL REVIEW AND SELECTION

Proposals will be evaluated on the basis of a merit review which may include ad hoc mail reviews, panel reviews by recognized academic and scientific experts and internal NASA personnel, as appropriate. External reviewers will be broadly representative of the various types of eligible organizations. **SELECTION ANNOUNCEMENT: January 1998**

IX. PERFORMANCE

A second-year assessment will be performed by NASA and will be based on the extent to which the goals stated in this announcement and in the original grant proposal have been achieved.

APPENDIX

Required Certifications, Tables, and Forms

APPENDIX A

PACE 1997 Proposal Cover Page

This Box for NASA Use Only	
_____ Proposal Number	_____ Date
_____ Award Number	_____ Received
_____ Period of Award	

Name of Submitting Institution	
Proposal Title	
Principal Investigator - Name	Authorized Institutional Official - Name
Title	Title
Department	Department
Mailing Address	Mailing Address
Telephone Number	Telephone Number
Fax Number	Fax Number
E-mail Address	E-mail Address
Principal Investigator - Signature Date	Institutional Official - Signature Date
Funding Year 1 $_____ Funding Year 2 $_____ Funding Year 3 $_____	
Check Pre-College Summer Program ð Saturday Academy ð Academic Year ð Bridge ð	

APPENDIX B

PACE / MSET 1998
Budget Form

From To

			Contributions From	
	Project Total	Request to NASA	Institution	Others
1. Direct Labor				
a. Salaries, Wages				
b. Fringe Benefits c.				
2. Other Direct Costs				
a. Subcontracts				
b. Consultants				
c. Equipment				
d. Supplies				
e. Travel				
f. Communication Costs (telephone, postage, printing)				
g. Other				
3. Indirect Costs _____%				
4. Total Estimated Costs				
5. Deduct Carryover Funds	XXXXXXXXX		XXXXXXXXX	XXXXXXXX
6. Cost to NASA	XXXXXXXXX		XXXXXXXXX	XXXXXXXX

General Instructions for Budget Summary

1. Provide a separate budget summary sheet for each year of the proposed research.
2. Provide in attachments to the budget summary the detailed computations of estimates in each category, along with any narrative explanation required to fully explain proposed costs.

Specific Instructions

1. Direct Labor (salaries, wages, fringe benefits) Attachments should list number and titles of personnel, amount of time to be devoted to the grant/cooperative agreement, and rates of pay.
   a. Fringe Benefits-Detail by element (i.e., social security, health insurance, retirement, etc.)
2. Other Direct Costs:
   a. Subcontracts - Attachments should describe the work to be subcontracted, estimated amount, recipient (if known), and the reason for subcontracting this effort.
   b. Consultants - Identify consultants to be used, why they are necessary, time to be spent on the project, and rates of pay (not to exceed the equivalent of the daily rate for GS-18 in Federal service: $429 per day as of January 19, 1992, excluding expenses and indirect cost.)
   c. Equipment - List separately and explain the need for items of equipment exceeding $1,000. Describe the basis for the estimated cost. General purpose, non-technical equipment is not allowable as a direct cost to NASA grant/cooperative agreements unless specifically approved by the grant officer.
   d. Supplies - Provide general categories of needed supplies, the method of acquisition, estimated cost, and the basis for the estimate.
   e. Travel - List proposed trips individually, describe their purpose in relation to the grant/cooperative agreement, provide dates, destination, and number of travelers where known, and explain how the cost for each was derived.
   f. Communication Costs - List communication costs including postage, telephone expense and printing.
   g. Other - Enter the total of any other direct costs not covered by 2.a. through 2.e. Attach an itemized list explaining the need for each item and the basis for the estimate.
3. Indirect Costs - Identify indirect cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate. Provide the name, address, and telephone number of the Federal agency and official having cognizance over such matters for the institution. If unapproved rates are used, explain why and include the computational basis for the indirect expense pool and corresponding allocation base for each rate.
4. Subtotal-Estimated Costs - Enter the sum of items 1 through 4.
5. Less Carryover Funds (if any) - Enter the dollar amount of any funds that are expected to be available for carryover from the prior budget period. Deduct these funds from the request to NASA.
6. Total Estimated Costs - Enter the total after subtracting item 6 from 5.

PRECOLLEGE AWARDS FOR EXCELLENCE IN MATHEMATICS, SCIENCE, ENGINEERING, AND TECHNOLOGY (PACE/MSET) PROGRAM

Certification of Institution Eligibility

1. Proposal Title: _____

2. Institution Name: _____

3. Specify the total NASA funding received by the institution for FY 1997 (October 1, 1996 through September 30, 1997). Include all grants, contracts and/or subcontracts, etc.

$_____

4. Identify the Department of Education FY 1997 certification held by the institution. Check all that apply.

___ Minority Institution [under represented minority group(s) exceed 50% of the total student enrollment]

___ Designated Hispanic-Serving Institution

___ Designated Historically Black College or University

___ Designated Tribal College or University

5. Signature: _____
(authorized institutional official)

Note: Institutional eligibility will be verified by data on enrollments and Title III eligibility as certified and provided to NASA by the Department of Education.

PRECOLLEGE AWARDS FOR EXCELLENCE IN MATHEMATICS, SCIENCE, ENGINEERING, AND TECHNOLOGY (PACE/MSET) PROGRAM

Certification of Principal Investigator Eligibility

1. Proposal Title: _____

2. Institution Name: _____

3. Position of Contract

I (authorized institutional official), _____ certify that _____, the proposed principal investigator for the project described in this proposal is employed by (institution) _____ in the School/Department of (specify) _____ in a (specify tenured or tenured-track) _____ position and that at least 25% of his/her time will be devoted to the project.

4. Under represented Minority

Check the group to which the proposed principal investigator belongs.

___ African American

___ American Indian

___ Hispanic

___ Native Alaskan

___ Native Pacific Islander

and/or

___ Person with a disability that limits a major life activity
Identify the nature of the disability: _____

5. Citizenship

Country of citizenship of the proposed principal investigator: _____

6. Signature: _____
(authorized institutional official)

Note: This information will be used to determine faculty eligibility and will not be forwarded to peer reviewers.

APPENDIX E

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the Instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 85, "Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when NASA determines to award the covered transaction, grant, or cooperative agreement.

. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.100 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an e**xplanation to this application.**

2. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W.(Room 3124, GSA Regional Office, Building No. 3), Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the sites(s) for the performance of work done in connection with the specific grant:
Place of Performance (Street address, city, county, state, zip code)

_____

_____

_____

Check ( ) if there are workplaces on file that are not identified here.

3. DRUG-FREE WORKPLACE
(grantees who are individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 --

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3). Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT

_____

PR/AWARD NUMBER AND/OR PROJECT NAME

_____

PRINTED NAME AND TITLE OF AUTHORIZED

_____

REPRESENTATIVE

_____

SIGNATURE/Date

Purchase of General Purpose Equipment

TO: Recipient, _____

FROM: _____ , Grant Specialist
NASA/Goddard Space Flight center
Grant Processing/Code 216
Greenbelt, MD 20771

(301) 286- _____ FAX: (301) 286-1773

REF: Grant Number _____ PCN Number _____

Office of Management and Budget (OMB) Circular A-21, "Cost Principles for Educational Institutions:, Paragraph J.16 (b)(1), states that "capital expenditures for general purpose equipment, buildings and the land are unallowable as a direct charge, except where approved in advance by the sponsoring agency."

"General purpose equipment" means equipment, the use of which is not limited to research, medical, scientific or other technical activities. Examples of general purpose equipment include, office equipment and furnishings, air conditioning equipment, reproduction and printing equipment, motor vehicles, and automatic data processing equipment.

General purpose equipment has been identified as a direct charge to the grant identified above. Approval of item/s as a direct charge to the Government requires certification that the equipment will not be used for other than the purpose of research.

If additional space is needed, please use plain paper.

1. Description of equipment:

2. Justification for equipment use:

3. Justification of why the equipment can not be purchased with indirect funds:

Detailed Budget (Equipment List)

Item (Descriptive name, probable brand, and model)	**Quantity**	**Unit Price**	**Basis**	**Total Cost** (Discounted)	**Justification**

Total Equipment: _____

Non-NASA Contribution: _____

Cost to NASA: _____